

POSITION DESCRIPTION

Position:	Infirmary Training Coordinator
Department:	Infirmary
Salary Level:	II (Specialists/Foremen)
Default Housing:	<i>Tent-CHQ (Final housing assignments may differ based on availability)</i>
Reports To:	Chief of Medical Services
Desired Availability:	May 15 – August 22

Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

This position is intended for an EMS provider with experience in education. The Training Specialist will coordinate the Philmont First Aid training program for all staff. The Training Specialist also provides continuing education opportunities to the Medical Services Staff and Medical Students primarily focused on pre-hospital medical care skills. The Training Specialist works as an adjunct member of the Medical Services Staff and may be asked to fill in the dispatch center, medical recheck, and with off-site transportation during busy periods.

Primary Duties & Responsibilities

- Attend daily staff meeting when on duty and provide training and feedback as needed
- Assist in the preparation and stocking of the first aid kits at the start of the season and maintenance throughout the summer season
- Serve as the principle Philmont First Aid Instructor
 - Maintain expert-level knowledge of the Philmont First Aid curriculum
 - Coordinate with other instructors to ensure that all staff are appropriately trained in Philmont First Aid
- Provide regular educational opportunities for Infirmary staff and be available for any staff who request remediation on skills
- Work with the Infirmary Manager and the Chief of Medical Services to assist with the orientation and training of the Medical Students at the start of each rotation

- Achieve an understanding and attitude among the Infirmary staff as to the responsibility Philmont has to the individuals who cannot complete some segment (large or small) of their planned experiences
- Assist with medical rechecks and Infirmary tent city as needed to ensure efficient operations of those departments
- Assist with after-hours and high-volume clinic operations as requested
- Demonstrate safe operating procedures for Infirmary vehicles; Obey all traffic laws and Philmont driving policies
- Maintain knowledge of all rescue equipment (indications, contraindications, proper use, troubleshooting)
- Operate the Infirmary radio room; Follow all radio and phone procedures, track radio calls and locations of medical teams and patients, and ensure the proper handling and documentation of all paperwork
- Participate in training and demonstrate competency regarding Search and Rescue operations at Philmont
- Attend training with the Ranger and Logistics department and understand the roles of all members of the SAR team
- Provide transportation to non-urgent patients to and from the backcountry as needed
- Provide informative and interactive tours to PTC groups and Infirmary visitors as requested
- Assist all Infirmary medical services staff in meeting the basic qualifications, outlined in the position task book, prior to serving as an emergency drive
- Keep the Infirmary work area and personal quarters clean and neat
- Provide transportation to offsite medical facilities when special needs arrive (This may include trips up to 500 miles and require staying in healthcare facilities overnight)
- Assist with other staff responsibilities as directed by Infirmary Management to ensure that the mission of Philmont Scout Ranch is carried out
- Make recommendations to improve Infirmary operations
- Complete other duties as assigned by direct supervisor or ranch management as required

Desired Qualifications & Experience

- Must be 21 year of age or older by time of employment
- Experience in emergency response and wilderness medicine, such as EMT, EMT-A, Paramedic, or Wilderness First Responder is preferred for this position
- Formal EMS or Fire Education experience such as Fire Instructor 1, or NAEMSE Level 1 Instructor certification is preferred

Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 50 pounds throughout the scheduled workday
- Must be able to work in strenuous environments often for extended periods of time
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, or crouching

Additional Information

Send inquiries to philstaff@scouting.org

It should be noted by applicants that Philmont Scout Ranch and the surrounding area are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 7/9/2022